

Special Notices

Disadvantaged Business Enterprises

Division of Highways Manual Order Form

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Joint Ventures

Subcontractor's Registration

Insurance and Railroad Insurance

NCHRP 350

2004 DBE Overall Goals

SPECIAL NOTICE INSURANCE AND RAILROAD INSURANCE

Insurance

The IDOT Contracts Office makes every effort to expedite the approval and execution of contracts. Unfortunately, delays do occur. The most frequent cause for delay is the absence of satisfactory evidence of insurance as required by Article 107.27 of the Standard Specifications for Road and Bridge Construction.

Listed below are the most frequent causes for delay:

- Either no evidence of insurance is on file or it has expired.
- The limits of liability are insufficient.
- The failure to show IDOT as Additional Insured and Certificate Holder.
- The failure to provide a 30-day cancellation notice.
- The failure to remove any language restricting or limiting liability.
- The failure to include on a Certificate of Insurance the statement that "The coverage and limits conform to the minimums required by Article 107.27 of the Standard Specifications for Road and Bridge Construction."

Work cannot commence until the contract is executed. Please understand that the contract can not be executed until the insurance requirements are met.

Railroad Insurance

Article 107.11 of the Standard Specifications for Road and Bridge Construction contains the requirements for Railroad insurance. As is indicated in this Article, the Contractor shall furnish the Department the original and one certified copy of the policy. After receipts of the Certificates of Insurance from the Contractor evidencing the required insurance coverages, the Department will request approval for the insurance from the Railroad. The Contractor shall not enter within 50 feet of the right of way of a Railroad until approval of the insurance has been received from the Department.

Railroads require that they be named as Certificate Holder. A small number of Railroads will accept, and approve, insurance binders; however, most will not. Regardless, the requirement is for Certificates of Insurance and the original and one certified copy of the policy. IDOT will no longer be submitting binders to the Railroads for approval.

Failure on the part of the Contractor to secure approval of the insurance shall be just cause for the cancellation of the award and forfeiture of the proposal guaranty to the State.

Since work upon the Railroad's right of way may not start until the insurance has been **approved by the Railroad** it is imperative the proper documentation be submitted in an accurate, timely manner.

If you have any questions, please contact Nancy Knapp (knappne@nt.dot.state.il.us) or Jim Duncan (duncanjr@nt.dot.state.il.us) at (217) 782-7806.

ILLINOIS DEPARTMENT OF TRANSPORTATION / DIVISION OF HIGHWAYS – MANUAL SALES (01/01/2003)

ID	Bureau / Manual Name	Unit Cost	Quantity	Total Price
	Bureau of Bridges & Structures			
043	Publications included on 043 (CD ONLY)	\$50.00		\$
	001 Bridge Manual (English)			
	029 Bridge Manual (Metric)			
	036 Culvert Manual (English)			
	037 Culvert Manual (Metric)			
	003 Prestressed Manual (English)			
	030 Prestressed Manual (Metric)			
	038 Sign Structure Manual (English/Metric)			
	005 Standard Plans V1 (English)			
	031 Standard Plans V1 (Metric)			
	032 Structural Services Manual			
007	CADD Manual for Bridges (English)	\$50.00		\$
027	CADD Manual for Bridges (Metric)	\$50.00		\$
008	Drainage Manual	\$90.00		\$
	Bureau of Construction			
045	Construction Manual (CD ONLY)	\$50.00		\$
	Bureau of Design & Environment			
041	Design & Environment Manual (CD ONLY)	\$50.00		\$
033	Highway Standards Manual	\$60.00		\$
040	Standard Specs for Road & Bridge Const. (1997 Edition – Purple) w/Supplemental	\$30.00		\$
050	Standard Specs for Road & Bridge Const. (2002 Edition – Red) w/Supplemental	\$30.00		\$
	Bureau of Land Acquisition			
044	Policies & Procedures & Exhibits (CD ONLY)	\$50.00		\$
	Bureau of Local Roads & Streets			
020	Administrative Policy	\$30.00		\$
021	Federal Aid Procedures for Local Improve.	\$30.00		\$
022	Road, Bridge & Other Related Laws of IL	\$ 7.00		\$
	Bureau of Operations			
024	IL Standard Highway Sign	\$25.00		\$
025	IL Supplement to the MUTCD	\$ 5.00		\$
023	Policy & Procedures (Traffic)	\$30.00		\$
	Bureau of Materials & Physical Research			
039	Geotechnical Manual	\$50.00		\$
034	Manual of Test Procedures for Materials	\$50.00		\$
Total Remittance Due (includes shipping & handling)				\$

NO COD ORDERS / DO NOT SEND CASH

Manual Sales Office – Information:

Phone: (217) 785-8971

Office Hours: 8:00 am-Noon/1:30 pm-4:30 pm

To place your order:

Complete the order form to the left

Fill in your company's information below

(Please type or print legibly)

Company Name:

Street Address (P. O. Box not acceptable)

City, State, Zip

Attention:

()

Daytime Phone

E-Mail Address (Mandatory for CD updates)

Make check or money order for total cost payable to (U.S. currency only):

State Treasurer of Illinois

Return this form and remittance to:

Illinois Department of Transportation
Manual Sales – Room 012
2300 South Dirksen Parkway
Springfield, IL 62764

Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, www.dot.state.il.us. At the home page click on "Doing Business". The subcontractor registration form is listed under Highway Construction. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: COPPMMD@nt.dot.state.il.us

SPECIAL NOTICE – NCHRP 350

The Special Provisions for **TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL; TRAFFIC BARRIER TERMINAL TYPE 3, SPECIAL and SAND MODULE IMPACT ATTENUATORS** require the use of National Cooperative Highway Research Program (NCHRP) 350 tested devices. In addition these devices must be approved by the Department.

The following devices are approved for use. Where an FHWA acceptance date is shown, only the item approved on that date is intended, subject to comments herein:

TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (TANGENT)

Name	FHWA Acceptance Date (NCHRP 350) & Code	Comments
ET 2000 Plus	01/18/2000 CC-12G And 08/22/1995 CC-12C	Wood blockouts only. Wood post system only. Posts 1& 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.
SKT	4/2/1997 CC-40	Wood blockouts only. Wood post system only. Posts 1& 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.

TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (FLARED)

Name	FHWA Acceptance Date (NCHRP 350)	Comments
SRT 350	06/04/1999 CC-51A	Wood post system only.
FLEAT 350	06/01/2001 CC-46C	Wood post system only.
REGENT	05/28/1998 CC-48	

SPECIAL NOTICE – NCHRP 350

(Cont'd)

TRAFFIC BARRIER TERMINAL TYPE 3 (SPECIAL)

QUADGUARD® Family

TRACC Family

CAT-350

REACT-350

BRAKEMASTER®-350

TAU-II

FLEAT-MT

SAND MODULE IMPACT ATTENUATORS

FITCH UNIVERSAL MODULE SYSTEM

ENERGITE® III

BIG SANDY SAND BARRELS

Other devices may meet NCHRP 350 and shall be approved on a project by project basis.

For further information contact the Bureau of Design and Environment at (217)785-0720.



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

August 1, 2003

Notice of FFY 2004 DBE Overall Goals

The Illinois Department of Transportation (Department) has published the following two overall Disadvantaged Business Enterprise (DBE) program goals for the participation in highway and airport construction contracts by DBEs for federal fiscal year (FFY) 2004 beginning October 1, 2003:

Highway construction/consultant contracts – 13.80 percent

Airport construction contracts – 11.63 percent

The Department's FFY 2004 overall goals were based on evidence of the availability of DBEs that are ready, willing and able to participate in DOT-assisted highway and airport construction contracts.

The Department estimates that, in meeting the overall **highway** goal of 13.80 percent, the Department will obtain 11.26 percent through race-conscious measures and 2.54 percent from race neutral measures.

The Department estimates that, in meeting the overall **airport** goal of 11.63 percent, the Department will obtain 10.70 percent through race-conscious measures and .93 percent from race neutral measures.

Copies of the documents detailing the goals and how they were established are available for inspection from 8:00 a.m. to 4:30 p.m. Monday through Friday in the Department's Bureau of Small Business Enterprises, Room 319, 2300 South Dirksen Parkway, Springfield, Illinois 62764, (217) 782-5490, as well as the Department's library, the Department's nine district offices, the Division of Aeronautics and the Department's web site. The Department's web site address is <http://www.dot.state.il.us>. If there are any questions, please contact the Bureau of Small Business Enterprises at (217) 785-7524.

The deadline for inspecting the document is September 4, 2003. In addition, both the Department and the United States Department of Transportation will accept public comments on the goal until September 19, 2003.

Comments should be sent to the Illinois Department of Transportation, Carol Lyle, Acting Bureau Chief, Small Business Enterprises (address above or e-mail: lylecd@nt.dot.state.il.us).

Sincerely,

A handwritten signature in cursive script that reads "Frank W. McNeil".

Frank W. McNeil, Director
Office of Business and Workforce Diversity

Special Notice Regarding IDOT Proposals, Authorization To Bid & Requests For Plans & Proposals

ABOUT IDOT PROPOSALS

All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written AUTHORIZATION TO BID has been issued by IDOT's Central Bureau of Construction.

ABOUT AUTHORIZATION TO BID

WHO CAN BID?: Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT's Central Bureau of Construction. To request authorization, a potential bidder must complete and submit Part B of the Request for Proposal Forms and Plans & Request for Authorization to Bid form (BDE 124).

WHAT CONSTITUTES AUTHORIZATION TO BID?: When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested for Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

FIRMS UNSURE AS TO AUTHORIZATION STATUS? Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/785-4927.

ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, Form BDE 124 (Revised 3/2000), has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

Notice

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B OF FORM BDE 124** and THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION

SPECIAL NOTICE REGARDING JOINT VENTURES

On July 29, 1997, the Illinois Department of Transportation adopted amended administrative rules governing "Prequalification of Contractors & Issuance of Plans & Proposals". Pursuant to those rules, procedures for analysis and Authorization to Bid on for joint ventures on state lettings will henceforth be as follows:

- 1) Prequalified contractors may combine their available bidding capacity and request Authorization to Bid for a single contract to bid as a joint venture after department approval.
- 2) Each request for approval of a joint venture shall be indicated by the filing of a Certificate of Joint Venture for each contract for which approval is sought. It identifies the managing party and indicates the conditions under which the joint venture exists. The joint venture agreement shall be available to the Department for inspection. Each joint venture party shall also submit an Affidavit of Availability. The original Certificate of Affidavits must be received no later than 4:30 p.m. prevailing time seven days prior to the scheduled date of the letting for which Authorization to Bid is sought.
- 3) Very large and complex projects may be designated as being eligible for "unrestricted joint venturing", and will be clearly denoted as such in the Transportation Bulletin. These projects will not be subject to restrictions with respect to the number of parties or other joint ventures conditions, but will still be required to submit a Certificate of Joint Venture and individual affidavits by the aforementioned time and date before Authorization to Bid will be considered.
- 4) On projects estimated by the department at greater than \$1,000,000 and not designated for (unrestricted joint venturing), Joint Ventures shall have no more than three parties.
- 5) On projects estimated by the department at less than \$1,000,000 Joint Ventures shall have no more than three parties. One or more of the parties must have insufficient available individual prequalification ratings to be Authorized to Bid, unless one of the following conditions exist:
 - a) There is fifty-one percent or more common controlling ownership between the parties.
 - b) There common management between the firms where the officers, directors or general partners control the board of directors and/or management of each party.
- 6) Contractors with financial ratings are based upon unaudited financial statements will not be permitted to joint venture with each other to bid contracts which the department estimates at greater than \$500,000. However, such firms may be permitted to joint venture with firms who have a financial rating based upon an audited statement to bid on contracts the department estimates at greater than \$500,000.
- 7) If a party's work rating is limited by its maximum financial rating, the full value of the computed work rating will be used in analyzing the joint venture request. However, the combined maximum work rating in any category shall not exceed the combined financial ratings of the joint venture.

Copies of all required joint venture forms are attached to each Transportation Bulletin.

Please note that signed and notarized originals of all required joint venture forms mentioned above must be received by 4:30 p.m. prevailing time seven days prior to the scheduled letting date. These forms should be mailed to the following address:

Illinois Department of Transportation
Bureau of Construction
2300 S. Dirksen Parkway, Room 322
Springfield, Illinois 62764

Any questions should be directed to the Prequalification Engineer, at 217/782-3413.



Letting: _____

Item No.: _____

Joint Venture Name: _____

Managing Party: Firm #1 is the managing party and must be the first company named in the joint venture.

Firm #1/Managing Party

Firm #2

Firm #3

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

Indicate the circumstances which apply to the Joint Venture.

☐ The project is estimated at less than \$1,000,000 and the following conditions exist:

☐ 1. One or more of the firms do not have the required financial capacity.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
does not have sufficient available prequalification financial rating to perform the work.

☐ 2. One or more firms do not have the required work capacity.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
does not have sufficient available prequalification work ratings to perform fifty percent of the work.

☐ 3. There is fifty-one percent or more common controlling ownership between the firms.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
A statement indicating the relationship of the firms is attached.

☐ 4. The firms have common management.

☐ Firm #1 ☐ Firm #2 ☐ Firm #3
A statement indicating the nature of common management is attached.

☐ The project is estimated at greater than \$1,000,000 and has been designated for restricted joint venturing. Joint venture restricted to three firms.

☐ The project is estimated at greater than \$1,000,000 and has been designated for unrestricted joint venturing. Names of additional firms are attached.

I / We being duly sworn, do hereby declare this to be a true and correct statement.

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #1/Managing Party _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #2 _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

Subscribed and sworn to before me this _____ day of _____ , _____ .
My commission expires _____ .

(Notary Public)

(Notary Seal)

Firm #3 _____
Print Name Title

Signature (Proprietor, Partner, Officer or Director)

This form must be received by the Department at the following address no later than 4:30 pm prevailing time at least seven (7) days prior to the letting of interest.

Illinois Department of Transportation
Bureau of Construction
Room 322
2300 South Dirksen Parkway
Springfield, Illinois 62764

SPECIAL NOTICE REGARDING DISADVANTAGED BUSINESS ENTERPRISES

September 19, 2003 LETTING

1. The proposals for the following items contain the Special Provision "Required Disadvantaged Business Participation". **It is the responsibility of each bidder to determine the results of the letting and for the "as read" low bidder to submit a DBE Utilization Plan (Plan), Form SBE 2026, to the Department within 7 working days after the date of the bid opening** as required by the Special Provision. Forms for the submittal of the Plan are available in each district's Bureau of Construction office or by calling the Department's Bureau of Small Business Enterprises at (217) 782-5490. Plans are to be submitted to the Illinois Department of Transportation, Bureau of Small Business Enterprises, Harry R. Hanley Building, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764. **Failure to submit a plan within 7 working days may be cause for rejection of the bid as nonresponsive and may subject the bidder to a penalty.**

The Bureau of Small Business Enterprises maintains a Disadvantaged Business Enterprises Directory (Directory) of certified Disadvantaged Business Enterprises (DBEs) for the purpose of providing a reference source to assist bidders in meeting the requirements of the Special Provision. **Only those firms certified as of the letting date may be included in the Plan.** You can view and download the most current listing of DBE firms/work categories at <http://www.dot.state.il.us>. Those who need a printed copy must contact the Bureau of Small Business Enterprises at (217) 782-5490.

Prime contractors may contact the individuals/consultants in #2 for information regarding available DBE firms. For assistance in meeting OJT and EEO goals, contractors may contact the consultants in #3. The complete listing of DBE, OJT and EEO consultants is available on IDOT's web site under Small Business Enterprises.

ITEM - %	ITEM - %	ITEM - %	ITEM - %	ITEM - %	ITEM - %
1. 9.00% DBE	4. 5.00% DBE	5. 2.00% DBE	6. 13.00% DBE	7. 3.00% DBE	
8. 3.00% DBE	9. 2.00% DBE	10. 10.00% DBE	12. 15.00% DBE	13. 10.50% DBE	
14. 13.00% DBE	15. 9.00% DBE	16. 6.00% DBE	17. 10.00% DBE	18. 10.00% DBE	
24. 10.00% DBE	28. 12.00% DBE	38. 5.00% DBE	44. 8.00% DBE	45. 3.00% DBE	
47. 15.00% DBE	48. 15.00% DBE	49. 6.00% DBE	50. 10.50% DBE	51. 10.00% DBE	
52. 7.00% DBE	53. 10.50% DBE	56. 10.50% DBE	57. 10.00% DBE	1A. 12.10% DBE	
2A. 2.00% DBE	3A. 12.10% DBE	5A. 12.10% DBE	7A. 8.00% DBE	8A. 12.10% DBE	
9A. 8.00% DBE	3LR. 4.00% DBE				

2. Technical, management, financial and technology supportive services assistance is available to all DBE firms by contacting the following individuals:

For Northern Illinois (Districts 1 – 3)**Management, Technical Assistance**

Mr. Edgardo Sobenes
 IDOT Supportive Services Office
 310 S. Michigan Ave., Suite 1605
 Chicago, IL 60604
 Phone: (312) 793-5668

Technology Assistance (District 1)

Bronner Group LLC
 Ms. Gila J. Bronner
 120 North LaSalle, Suite 1300
 Chicago, IL 60602
 Phone: (312) 943-8680
 Email: ralcares@bronnnergroupp.com

Technology Assistance (District 2 – 9)

Sivart Consulting, Inc.
 Mr. Norman W. Travis, Sr.
 327 Missouri Avenue, Suite 622
 East St. Louis, IL 62201
 Phone: (618) 274-1019
 Email: sivart@sivartconsulting.com

Management, Technical Assistance

Financial and Bonding Assistance (Statewide)

3. Contractors may contact the following On-the-Job Training (OJT) and Equal Employment Opportunity (EEO) supportive services consultants for assistance in meeting OJT and EEO goals.

SMALL PROJECTS LISTING

44824	44825	62449	62547	62597	64937	64943	64944	64948
66377	66378	66379	66380	66381	66388	66391	68098	68274
70020	70237	72821	72827	76712	76713	76716	98830	98835
98843								

DBE Financial Institutions

It is the policy of the Department to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on US DOT-assisted contracts to make use of these institutions. As of April 16, 2003, the list of Minority Depository Institutions in Illinois are as follows:

1. American Metro Bank Chicago, Illinois
2. Community Bank of Lawndale Chicago, Illinois
3. Foster Bank Chicago, Illinois
4. Highland Community Bank Chicago, Illinois
5. Illinois-Service FS & LA Chicago, Illinois
6. International Bank of Chicago..... Chicago, Illinois
7. Mutual Bank Harvey, Illinois
8. NAB Bank..... Chicago, Illinois
9. National Republic Bank of Chicago Chicago, Illinois
10. Pacific Global Bank Chicago, Illinois
11. Premier Bank..... Wilmette, Illinois
12. Seaway National Bank of Chicago..... Chicago, Illinois
13. Security Bank of DuPage Naperville, Illinois
14. United Trust & Federal SB..... Bridgeview, Illinois
15. Universal FSB Chicago, Illinois